United States Department of State

Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-258
Date: March 2, 2012

1 FAM 290
FOREIGN SERVICE INSTITUTE (FSI)

Changes

1. This Change Transmittal issues the following revisions to 1 FAM 290:
   - **1 FAM 293.9, Corporate Systems Division**: This new division manages FSI's official training and support system; develops and maintains the Department's corporate training management database application and Student Training Management System (STMS); manages the Distance-Learning Management System (LMS); provides administrative and technical support for a variety of Department and government accessible Web sites; serves as the liaison on matters involving corporate technology and software related to agency and Federal initiatives; coordinates the implementation and support of multimedia learning software applications; and provides reporting capability on training enrollments, student evaluations, and Web site and application utilization;
   - **1 FAM 297.1-2 Division of European and African Languages (FSI/SLS/EUA)**: Adds Kirundi and Somali languages;
   - **1 FAM 297.1-3 Division of Near East Central, and South Asian Languages (FSI/SLS/NEA)**: Adds Turkic and Central Asian languages; and
   - **FAM 297.2-2, Curriculum and Staff Development Division (FSI/SLS/CSD)**: Directs the development and evaluation of curriculum in the instructional divisions of the School; oversees all SLS instructional staff development activities; provides learning/counseling service to language students; and helps to ensure effective monitoring and evaluation of language training programs.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words or is entirely new, we did **not** use *dark magenta italic*.

The CT line in each section shows when that section last changed.

3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in 1 FAM 290 is the Foreign Service Institute (FSI). Please direct questions concerning content, substance, and interpretation of the subchapter to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 290 (CT:ORG-248; 07-13-2011) and insert revised subchapter 1 FAM 290 (CT:ORG-258; 03-02-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:ORG-258, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.